
Class Title: Environmental Program Supervisor (Engineering, Hydrologic, Scientific)
Organizations/Work Settings: Department of Environmental Quality

Class Code: 37218
Class Established: 08/22/88
Revised: 03/30/90
Pay Grade: 22

WORK DESCRIPTION:

Supervises professional level scientific, hydrologic, and/or engineering staff in a major environmental control program unit; resolves day-to-day problems regarding policy/procedure interpretation that are referred by subordinate staff; provides major input for rules/regulations and policy/procedure development/modification in program area(s) impacting area(s) of responsibility/technical expertise.

WORK CONDITIONS:

No unusual work conditions.

SUPERVISION:

Works under general direction of multi-unit program manager. Work is reviewed upon completion to ensure compliance with program goals/objectives, State and Federal laws, rules, and regulations, and accepted scientific/engineering methodology.

KNOWLEDGES APPLIED:

Knowledge of the principles and practices of environmental control, as applied to the identification, monitoring, and regulation of pollution sources.

Knowledge of Federal and State statutes and agency regulations, policies, and procedures relating to the identification, testing, monitoring, and regulation of pollution within the State.

Knowledge of supervisory methods and procedures used in managing resources and personnel assigned to a work unit.

Knowledge of the functions and capabilities of all programs and equipment assigned to the work unit.

WORK RESULTS/PRODUCTS:

Operating procedures for efficient/effective completion of environmental control activities in assigned program area(s); prioritized and scheduled assignments for subordinate staff; resolution of problems involving interpretation of day-to-day operating policies/procedures.

RESPONSIBILITY:

For effective assignment and scheduling of staff and equipment assigned to the work unit; accurate and timely completion of work assigned to the program area; direct supervision of subordinate professional staff.

AUTHORITY:

To monitor/review all projects completed within assigned program area(s); implement operating policies, procedures, and work standards applicable to assigned program area(s); supervise subordinate staff, including effective recommendation regarding hiring, firing, and disciplinary actions.

SKILLS APPLIED:

Skill in supervising the resources of an assigned environmental control program area.

Skill in developing/implementing operating policies/procedures for assigned program area(s).

Skill in analyzing program needs and establishing appropriate program priorities.

Skill in interacting with subordinate professional staff, agency managers, other governmental officials, and the public to establish and maintain effective working relationships and resolve problems.

Skill in communicating effectively orally and in writing.

Skill in analyzing and evaluating technical environmental control data to ensure completeness and accuracy.

WORK ACTIVITIES (Characteristic Tasks) - MAJOR and minor:

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SUPERVISES, INSTRUCTS, AND ADVISES SUBORDINATE ENVIRONMENTAL CONTROL PROGRAM STAFF.

RESOLVES PROBLEMS/QUESTIONS PRESENTED BY SUBORDINATE STAFF REGARDING DAY-TO-DAY OPERATING POLICIES, METHODS, AND PROCEDURES.

DETERMINES PRIORITIES/SCHEDULES FOR TIMELY COMPLETION OF WORK PROJECTS IN ASSIGNED PROGRAM AREA.

DEVELOPS/IMPLEMENTS WORK STANDARDS/OPERATING PROCEDURES IN ASSIGNED PROGRAM AREA IN ACCORDANCE WITH ESTABLISHED AGENCY POLICIES AND STATE/FEDERAL LAWS, RULES, AND REGULATIONS.

PROVIDES SIGNIFICANT INPUT INTO PROPOSED LEGISLATION AND AGENCY POLICIES/RULES IMPACTING ENVIRONMENTAL CONTROL PROGRAM AREA(S) FOR WHICH RESPONSIBLE.

Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment, and authority, replying to inquiries, and presenting or requesting information.

Confers with superior to give information and advice and receive instruction and guidance.

Attends meetings with other supervisory/managerial staff to give and receive information and to participate in discussion, problem resolution, and decision-making.

Writes detailed plan or proposal for action or program activity based on own research, analysis, and evaluation.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Two years as an Environmental Program Specialist, Environmental Engineering Specialist, Hydrologist III, or Environmental Engineer; OR two years of equivalent professional level scientific, hydrologic, or engineering experience (appropriate to the area of assignment) in an environmental protection/control program in the public or private sector. Thirty semester hours of graduate coursework in chemistry, biology, microbiology, hydrology, geology, environmental engineering, or other environmental protection/control related area may substitute for one year only of the professional experience.

Special Selection Factors:

Registration as a professional engineer in the State of Arizona, or proof of eligibility for reciprocity, at time of appointment is required if supervising an engineering unit.